

**Board of Selectmen  
Tuesday, June 25, 2019  
Town Hall (Clark Rm)**



The Board of Selectmen met on Tuesday, June 25, 2019 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chairwoman Kate Reid, Alan Lewis, Barney Arnold and Nathan Brown. Not present was Selectman Luke Ascolillo.

***Community Input:***

Peter Yelle from the Carlisle Planning Board updated the Board of Selectmen on a recent decision by the Board of Appeals regarding the property located at 21-23 Bedford Road. A special permit was granted for the re-use of a Distinctive Structure (i.e., barn) to operate a business. The special permit granted conflicts with section 3.2.3.1.6. for properties located in historic districts.

Kate Reid stated that she has been in contact with Town Counsel and the Board of Appeals to resolve this matter as quickly as possible to avoid the filing of an appeal. The board will be updated immediately pending further legal advisement.

***Finance Committee appointment:***

The Finance Committee at their last meeting voted unanimously to recommend that the Board of Selectmen appoint Aaron D'Elia to the Finance Committee. Mr. D'Elia is a new resident in the Town of Carlisle. He has an extensive background in financial operations and management.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint Aaron D'Elia (233 Elizabeth Ridge Road) to serve on the Finance Committee with a term expiring June 30, 2022.

***Composting Pilot Program Update:***

The Board of Selectmen met with the Household Recycling Committee members Robert Peary and Launa Zimmaro for an update on the town's pilot composting program.

The feedback from Carlisle residents has been extremely positive and no complaints. More education about the composting program is needed along with new signs at the Transfer Station to help direct residents.

There are three composting bins at the Carlisle Transfer Station that are hauled away every week. Monthly records of the quantities removed will need to be recorded to calculate the project's exact value. a copy of the town's solid waste disposal records for the past 5 years was also requested.

Barney Arnold would like to see more publicity about the Carlisle's Composting Pilot Program to be published in the Carlisle Mosquito

Kate Reid suggested a kids' competition to design a banner as useful strategy for publicity.

***Finance Director – Reestablish Insurance Advisory Committee :***

The Board of Selectmen met with Bonnie Fleck, Finance Director regarding a request to re-establish the Insurance Advisory Committee (IAC). The purpose of the committee is to provide recommendations on group health insurance plans to the Board of Selectmen and provide information to and recommendations

from municipal employees on group health plan benefits.

Bonnie Fleck explained that the committee would meet as needed through the budget process.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to re-establish the Insurance Advisory Committee consisting of the following positions:

- One (1) Town Administrator including his role as Personnel Director
- One (1) Finance Director to serve as IAC Chair (non-voting),
- One (1) Active employee from each of the four (4) unions- each Designee to be duly elected by those Unions
- One (1) Active Non-Union Management Representation elected from within the Town Hall
- One (1) Active Non-Union Non-Management Representation elected from within the Town Hall
- One (1) Active Non-Union Representation elected from DPW Staff
- One (1) member who shall be a retiree of the Town of Carlisle appointed by the Board of Selectmen
- One (1) member of the Finance Committee to be appointed by the Board of Selectmen
- One (1) member of the Board of Selectmen to be appointed by the Board of Selectmen

***Approve FY2020 Fire Dept. Payroll Changes:***

This agenda item has been rescheduled to the July 9<sup>th</sup> Board of Selectmen meeting

***Review/approve remaining 2019 Annual Appointments:***

Affordable Housing Trust

**Note:** The Carlisle Affordable Housing Trust voted on June 25 to modify the membership composition, dropping one member of the Board of Selectmen and adding a third at-large member. – BoS chair Kate Reid volunteered to step down.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the following individuals to the Affordable Housing Trust:

- Luke Ascolillo(84 Craigie Circle) with a term expiring on June 30, 2020
- Nathan Brown (153 Virginia Farme Lane) with a term expiring on June 30, 2020
- Alan Lewis (282 East Riding Road) with a term expiring on June 30, 2020
- Barney Arnold (225 Lowell Street) with a term expiring on June 30, 2020
- Maureen Cosgrove-Deery (575 South Street) with a term expiring on June 30, 2020
- Beverly Shorey(200 Tophet Rd) with a term expiring on June 30, 2020
- George Payne (575 South Street) with a term expiring on June 30, 2020

Board of Registrars

**Note:** The Town Clerk received confirmation from the Democratic Town Committee recommending the appointment of Helen “Kay” Hurley to the Board of Registrars.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint Helen K. Hurley (392 School Street) with a term expiring June 30, 2022.

### Cranberry Bog Working Group

On the motion made by Barney Arnold and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the following individuals to the Cranberry Bog Working Group:

- Luke Ascolillo (84 Craigie Circle) with a term expiring on June 30, 2020
- Warren Lyman (516 Cross Street) with a term expiring on June 30, 2020
- Susan Provenzano (80 Mill Pond Lane) with a term expiring on June 30, 2020
- Kenneth Belitz (112 Johnson Road) with a term expiring on June 30, 2020
- John Ballantine (683 Fiske Street) with a term expiring on June 30, 2020
- Steve Hinton (684 East Street) with a term expiring on June 30, 2020

### Council on Aging

**Note:** The Board of Selectmen received a memo from Council on Aging (COA) Nominating Committee Confirming the May 21, 2019 vote to recommend individuals to serve on the COA 2019-2020.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the following individuals to the Council on Aging:

- Abha Singhal (265 Kimball Road) with a term expiring June 30, 2022
- Bob Luoma (42 Parlmer Way) with a term expiring June 30, 2022

### Associate Members:

- John Ballantine (268 Fiske Street) with a term expiring June 30, 2020
- Elisabeth Bojarski (843 Acton Street) with a term expiring June 30, 2020
- Ann James (30 Baldwin Rd) with a term expiring June 30, 2020
- Sally Hayen (145 Church Street) with a term expiring June 30, 2020

### Deer Committee:

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the following individuals to the Deer Control Committee

- Todd Thorsen (301 Hanover Street) with a term expiring June 30 2020.
- Alex Parra (31 Bellows Hill Road)with a term expiring June 30 2020.
- Jonathon DeKock (130 Oak Knoll Road) with a term expiring June 30 2020.
- Dejan Bojanic (93 Clarks Farm Rd) with a term expiring June 30 2020.
- Jonathan Keating (133 Forest Park Rd ) with a term expiring June 30 2020.
- Barney Arnold (225 Lowell Street) with a term expiring June 30 2020.
- Carlisle Police Department Representative Sgt. Scott Barnes with a term expiring June 30 2020.

### Household Recycling Committee

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the following individuals to the Household Recycling Committee:

- Robert Peary (32 East Riding) with a term expiring June 30, 2020

- Robert Wallhagen(64 Timothy Lane) with a term expiring June 30, 2021
- Dan Scholten (21 Patten Lane) with a term expiring June 30, 2021
- Launa Zimmaro (398 Lowell Street) with a term expiring June 30, 2022.

### Complete Streets

Postponed to a future meeting.

### Pathways II

Kate Reid updated the Board of Selectmen that there are no members to appoint to the Pathways II Committee.

### ***Joint discussion with Deer Control Committee:***

The Board of Selectmen met with the Deer Committee chair Todd Thorson, John Keating and Jonathan DeKock to discuss amending the Deer Control Committee Charge to expand the membership and rename the committee.

The members of the Deer Committee recommended not changing the committee name which they feel accurately describes the committee's charge to implement a controlled hunt to manage the deer population in the Town of Carlisle.

The 2018 Carlisle Deer Hunting Pilot Program which ran from October 1st through to November 24<sup>th</sup>. 18 hunters were permitted to hunt on Town land. A total of 10 deer were harvested. The hunt was restricted to bow hunting only at the following Town-owned properties: Benfield, Conant Land, Davis Corridor, Greenough and Town Forest. It was further explained that only 25% of Town land was made available for hunting and that 28% of the trails on Town land border hunting areas. Hunting has always been allowed on private property with the property owner's permission and at Great Meadows, owned by the federal government and is less regulated than the hunting on Carlisle town land.

Nathan Brown stated that it is important that the Board of Selectmen provide clear direction and guidance to the Deer Control Committee for the 2<sup>nd</sup> Deer Hunting Pilot Program. It is also important for residents to feel like they have been heard and that the issues raised are being considered.

The committee received feedback that not many deer were taken and one member was asked to find ways to increase the number to more effectively control the deer population.

There were several concerns that the signs placed at all trail entrances detailing the hunting areas were too small and contradictory with the "No Hunting" signs posted by the Conservation Commission.

The committee has installed larger and more distinct signs with language approved by Town Counsel. Town Counsel also clarified that the deer hunt is focused on a single species aimed at habitat control, whereas the "No Hunting" bylaw restricted the hunting of all other legally hunt-able species as per Massachusetts hunting laws and seasons. There are no liability issues for the Town.

Kate Reid commented that some residents did not feel safe walking on the public trails while hunting was permitted.

Todd Thorsen and Jonathan DeKock suggested the following options to alleviate the concerns about the trail usage:

- Eliminate hunting on Saturdays (in addition to Sundays)
- No hunting between 10 a.m. and 2 p.m. since deer are not typically out during that time.

Other reported incidents/violations:

- Two tree stands were reported to be facing directly at trails. The regulations state that hunters must not shoot in the direction of trails but there is no specific mention of tree stand orientation.
- One illegal tree stand was removed with the assistance of the Carlisle Police Department.
- One hunter left entrails in the woods. The hunter removed the entrails the same day.
- One hunter was discovered to be hunting on private property abutting town land.

The committee is reviewing the penalty for such infringements and incorporating the consequences as part of the future application form. A hunter could be suspended for the rest of the season, for the following year, or forever, based on the severity of the offense.

The selectmen agreed to schedule another joint meeting with the Deer Committee to review and approve the recommended changes to the Carlisle Deer Hunt Regulations.

#### Discuss Technology/IT – Committee or Working Group

The Information Technology Working Group is appointed by the Town Administrator. The working group only meets as needed to assist the Town Administrator with a particular task/project.

The board discussed the pros and cons of changing the working group to a town appointed committee.

Town Administrator confirmed that all Technology Working Group meetings were posted although not required under the Open Meeting Law. The board agreed to keep it as a working group to avoid unnecessary delays due lack of quorum since their primary role is to provide input based on their technical knowledge and decide as group exactly what work needs to be done.

Nathan Brown commented that the members of the Technology Working Group volunteer a considerable amount of time overseeing these projects.

#### ***BoS Policy and Guideline Review:***

The Board of Selectmen discussed amendments to Personnel Policy and Town Bylaws to increase the Town Administrator's authority.

Town Administrator Timothy Goddard explained that his role on the Personnel Board would be more effective if he were to serve as a Personnel Director authorized to make the decisions and the Personnel Committee would then serve as a resource to the Personnel Director.

Town Council is preparing a letter to the Board of Selectmen regarding options to grant more authority to the Town Administrator.

Barney Arnold distributed proposed edits and comments regarding the Sexual Harassment Policy to the other selectmen for review pending a discussion by the board at a future meeting.

### ***Town Administrator's Report:***

#### **1-Terms of Agreement with Friends of Center Park**

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen approve the terms proposed in the Agreement between the Town of Carlisle and the Friends of Center Park Task Force as revised effective immediately through June 30, 2024.

#### **2-FY20 Departmental Year End Transfers**

The Board of Selectmen received a request from the Finance Director regarding the approval of year-end transfers. The Finance Committee has already vote to approved the list.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen vote, pursuant to MGL C.44,§33B, to approve year-end transfers between various line items of the Fiscal Year 2019 budget, as follows:

- (1) \$1,500 to Town Clerk expenses for the Election recount preparation and finalization;
- (2) \$5,991.00 to Vocational Ed Transportation for actual busing costs incurred for students enrolled;
- (3) \$1.00 to Long Term Debt for actual expenses incurred;
- (4) \$3,657 to Snow and Ice for actual costs incurred;
- (5) \$11,248 from Group Insurance expenses surplus based on actual expenditures to cover the above listed items.

#### **3-Day Beer/Wine License for Clark Farm for Community Events**

The Board of Selectmen received an application from Clark Farm for a One Day Beer/Wine license to host community events at Clark Farm Market located at 201 Bedford Road during the hours of 5:30pm – 8:00pm.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to approve a One-day Wine and Malt Beverages License to Geoffrey Freeman, Owner of Clark Farm Market pursuant to MGL Chapter 138, Section 14 for Community Events to be held at 201 Bedford Road on 7/11/19, 7/25/19, 8/8/19, 8/22/19, 9/15/19, and 9/19/19 between the hours of 5:30 P.M. to 8:00 P.M. subject to the application providing a host liquor liability insurance certificate.

#### **4-FY20 Conservation Commission Intents Account**

The Conservation Commission has requested approval to use of \$4,210.34 from the Wetlands Protection Aid, "Intents" account for the purpose of funding wages for the Conservation Administrative Assistant. Funds in this account accrue from the filing fees paid by applicants to the Conservation Commission under the Massachusetts Wetland Protection Act. This has been part of the budgeting process for the past several years and the Board has routinely approved the use of these funds for this purpose. With this transfer there will be a balance of \$ \$2,623.31 in the Intents Account.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to approve the use of \$4,210.34 from the Wetlands Protection Aid, "Intents" account for the purpose of funding wages for the Conservation Commission's Administrative Assistant."

### ***Meeting Schedule:***

Tuesday, July 9, 2019

Tuesday, July 23, 2019

Tuesday, August 13, 2019

Tuesday, August 27, 2019

***Liaison Reports:***

Alan Lewis – Updates from the Board of Health indicate Town action is needed to address issues at Benfield Farm.

Kate Reid – Municipal Facilities Committee (MFC) is interviewing for the Police Station Renovation Project Manager position. MFC anticipates the Police Station Renovation project to be under budget.

***Approval of Minutes:***

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously ***VOTED*** to approve the meeting minutes of June 11, 2019 as amended.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously ***VOTED*** to adjourn.

**Meeting Adjourned.**

**List of material presented at meeting:**

- **Bos 6-25-2019 Agenda & Meeting Packet**